

Board of Directors Scorecard

Responsibilities	Roles					
	BOD - At Large	Executive Committee	Committee Chair/Co-Chair	President	President-Elect	Staff
Attendance						
100% / BOD mtgs				Encouraged	Encouraged	X
75% / BOD mtgs	X	X	X	X	X	
100% / EC mtgs				X		X
75% / EC mtgs		X		X	X	
75% / signature events	X	X	X	X	X	
Participation & Knowledge Sharing	X	X	X	X	X	X
Future Leader Identification	X	X	X	X	X	X
SHRM Membership	X	X	X	X	X	X
SHRM/HRCI Certification	Encouraged	Encouraged	Encouraged	Encouraged	Encouraged	
Goal Creation/Tracking (SHAPE)		X	X			X
Meeting Facilitation		X	X	X	X	X
Progress Reports	X	X	X	X	X	X
Recruit/Onboard New Members & Sponsors	X	X	X	X	X	
Verify Committee Members' PHRA Membership			X			X
Backfill for President in their absence						X

Notes:

Signature Events = Golf/Bocce, Holiday Party, Conference, Engaging Pittsburgh

Meeting Facilitation = Administrative Scheduling, Agendas, Meeting Minutes, Project/Goal Tracking

- **Uphold** the Association's **mission and vision**.
- Provide **legal and fiduciary oversight** and responsibility for the organization.
- Approve **budgets, candidate slates, and capital expenditures** in excess of a specified level.
- **Approve** the **Officers** of the Association.
- Approve and **measure performance against strategic plans** of the Association.
- Establish and discontinue committees.
- **Ensure** that the Association has **highly effective leadership**.
- **Maintain the integrity of Association services and products** developed for the benefit of members.
- **Actively participate** in the Association through attending the programs and activities on a regular basis to provide visible support of the Association.
- Assist in **identifying future leaders** of the Association for Succession Planning purposes.
- **Attend and participate at Board meetings**.